



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

January 2014

DCPS Central Office Descriptions

Last updated: 1/16/14

DCPS Central Office

Mission

The mission of the District of Columbia Public Schools is to ensure that every DCPS school provides a world-class education that prepares all of our students, regardless of background or circumstance, for success in college, career, and life.

Chancellor Kaya Henderson, kaya.henderson@dc.gov

- For all requests, please contact Tekia Stokes, tekia.stokes@dc.gov or call 202-535-1581.
- For all other requests for the Chancellor, please contact Shereen Williams, Special Assistant, at shereen.williams@dc.gov or call 202-442-5004.

Office	Chief
Deputy Chancellor for Operations	Lisa Ruda, lisa.ruda@dc.gov 202-442-5075
Chief of Data and Strategy	Peter Weber, peter.weber@dc.gov 202-535-1465
Chief of Specialized Instruction	Nathaniel Beers, nathaniel.beers@dc.gov 202-535-1089
Chief of Family and Public Engagement	Josephine Robinson, josephine.robinson@dc.gov 202-442-5041
Chief of Teaching and Learning	Brian Pick, brian.pick@dc.gov 202-442-5611
Chief of Human Capital	Jason Kamras, jason.kamras@dc.gov 202-535-1491
Chief of Schools	John Davis, john.davis@dc.gov 202-939-5298

Office of the Deputy Chancellor for Operations

Mission

The mission of the Office of the Deputy Chancellor for Operations is to ensure that all DCPS schools have the operational resources and infrastructure they need, will be ready on the first day of school and every day after, so that all principals can lead, all teachers can teach and all students can learn.

Deputy Chancellor: Lisa Ruda, lisa.ruda@dc.gov

- For all scheduling requests, please contact Joyce McNeil, joyce.mcneil@dc.gov or 202-442-5075.
- For all other requests, contact Julie Johnson, Julie.johnson@dc.gov

School Security Division	
Focus Areas	<ul style="list-style-type: none">• Fingerprinting & background Investigations• Administrative Investigations• 24 Hour security services, alarm and CCTV monitoring of DCPS facilities in partnership w/MPD
School Operations Division	
Focus Areas	<ul style="list-style-type: none">• School operational support• Emergency management/COOP planning• Custodian professional development & DGS liaison• Security
School Opening Division	
Focus Areas	<ul style="list-style-type: none">• School opening & school closing procedures• School registrars professional development• Inclement weather & other school emergencies
Compliance Division	
Focus Areas	<ul style="list-style-type: none">• External regulatory audits• External regulatory complaints/inquiries• Internal audits• Compliance audit readiness training• Residency investigations
Student Enrollment and School Funding Division	
Focus Areas	<ul style="list-style-type: none">• Student enrollment and residency• Enrollment projections• Enrollment audit• School budgets• Parent outreach and assistance
Contracts and Acquisitions Division	
Focus Areas	<ul style="list-style-type: none">• Large procurement policies & procedures• Small procurement policies & procedures• Staff training for procurement processes
Technology Division	
Focus Areas	<ul style="list-style-type: none">• IT support for schools• IT infrastructure• Central Office application development

Facilities Planning Division	
Focus Areas	<ul style="list-style-type: none"> • Master facilities planning • School design • Green building initiatives
Logistics Division	
Focus Areas	<ul style="list-style-type: none"> • Inventory management (IT, furniture) • Textbook management • Moving services • Special events equipment
Business Operations Division	
Focus Areas	<ul style="list-style-type: none"> • Headquarters operations (1200 1st St NE) • Contracts & procurement support for Central Office & school staff • Business manager professional development
Food and Nutrition Services Division	
Focus Areas	<ul style="list-style-type: none"> • Applications for Free and Reduced Meals • Food services • Nutrition Standards • International food program
Out of School Time Programs	
Focus Areas	<ul style="list-style-type: none"> • Summer School • After School Programs

Office of Data and Strategy

Mission

The Office of Data and Strategy keeps DCPS focused on its strategic goals. We use research, analysis, and robust data to drive planning, direct funding to support key initiatives, hold the organization accountable for getting results, and communicate the story of our success.

Chief: Peter Weber, peter.weber@dc.gov , or call 202-535-1465

- For general requests contact dcpsdata.accountability@dc.gov

Chief of Staff: Jessica Rauch, jessica.rauch@dc.gov

Data and Strategy Division	
Focus Areas	<ul style="list-style-type: none">• Analysis & evaluation• School data use (Scorecard, SPDI, Forensics tool)• Stakeholder survey• Strategic plan budget alignment• STAT
Data Systems Division	
Focus Areas	<ul style="list-style-type: none">• Data systems, including STARS• Training & help desk support
Assessment Division	
Focus Areas	<ul style="list-style-type: none">• Summative assessment (CAS)• Formative assessments (PIA)• Test Integrity
Federal Programs and Grants Division	
Focus Areas	<ul style="list-style-type: none">• Federal and Competitive Grant Administration<ul style="list-style-type: none">○ Development○ Fiscal Management○ Monitoring and Compliance○ Quality and Process Improvement• NCLB Program Implementation• Impact Aid• External Agency Relations
Intergovernmental Affairs Division	
Focus Areas	<ul style="list-style-type: none">• City Council relations• Hearing preparation• Other intergovernmental services
Press and Media Division	
Focus Areas	<ul style="list-style-type: none">• Press statements• Crisis communications• Media relations

Office of Specialized Instruction

Mission

Mission Statement: We serve our students requiring additional supports by providing high-quality instruction and services as close to home as possible and in the timely and consistent manner they deserve.

Chief: Nathaniel Beers, nathaniel.beers@dc.gov

- For all schedule requests, please contact Tara Cheston, tara.cheston@dc.gov or 202-535-1089.

Chief of Staff: Donna Anthony, donnam.anthony@dc.gov

Compliance Division	
Focus Areas	<ul style="list-style-type: none">• Policy• Monitoring• Nonpublic• Resolution
Operations Division	
Focus Areas	<ul style="list-style-type: none">• Communications• Operations/Human Resources• Procurement/Budget
Inclusive Programming Division	
Focus Areas	<ul style="list-style-type: none">• Academic programs: autism, low incidence disabilities, behavior, instruction• Academic supports: LRE support, Resources & analysis, ESY & transportation, Assistive technology, Home/Hospital Instruction Program (HIP)• Transition• Professional development• Specialized Instruction
Related Services Division	
Focus Areas	<ul style="list-style-type: none">• Physical supports• Speech & language pathology• Psychology• Social Work
Early Stages Division	
Focus Areas	<ul style="list-style-type: none">• Child Find• Early Stages operations• Evaluations• Family Care
Chief of Staff Division	
Focus	<ul style="list-style-type: none">• Medicaid services
Early Childhood Division	
Focus	<ul style="list-style-type: none">• Early Childhood education• Head Start• Tools of the Mind• Early Childhood curriculum support and evaluation
Language Acquisition Division	
Focus	<ul style="list-style-type: none">• English Language Learner instructional support

	<ul style="list-style-type: none">• ELL Intake Center
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Office of Family and Public Engagement

Mission

The Office of Family and Public Engagement works to accelerate the rate of achievement in DC Public Schools by investing families and the greater DC community in student and school success.

Chief: Josephine Bias Robinson, josephine.robinson@dc.gov

- For all scheduling requests, please contact Burnell Holland, burnell.holland3@dc.gov or 202-442-5041.

Chief of Staff: Sarah Parker, sarah.parker@dc.gov

Communications Division	
Focus Areas	<ul style="list-style-type: none">• DCPS website updates• Connect Ed Support for district communications and crisis communications• Film and video requests (http://dcps.dc.gov/DCPS/filmrequests)• Social media requests (Facebook, Twitter, Instagram, E-news,)• District-wide Email (Parents, Staff, etc)• District-wide Robo-calls and Text Messaging• School news• Announcements
Family and Community Engagement Division	
Focus Areas	<ul style="list-style-type: none">• LSAT training & support• PTO/PTA training & support• District-wide outreach and engagement geared toward families and community members• Ward-based planning initiatives
Community Partnerships Division	
Focus Areas	<ul style="list-style-type: none">• Community partnerships• Donations• Volunteers• Special events (Beautification Day, GeoPlunge, DCPS Night @ Nationals Stadium)
School Level Family Engagement Division	
Focus Areas	<ul style="list-style-type: none">• Family engagement professional development and capacity building for principals and teachers• Knowledge sharing of family engagement best practices• Family engagement plan development support• Parent teacher conference technical assistance & capacity building

Office of Teaching and Learning

Mission

The mission of the Office of Teaching and Learning is to deliver high quality instructional resources, innovate classroom practice and scale effective programs to increase student achievement and prepare all students for success in college, career and life.

Chief: Brian Pick, Brian.Pick@dc.gov

- For all scheduling requests, please contact Sydney Goheen, sydney.goheen@dc.gov (preferred) or 202-442-5222.

Chief of Staff: Jeanie Lee, jeanie.lee@dc.gov

Literacy and Humanities Division	
Focus Areas	<ul style="list-style-type: none">• Reading• Writing• Interventions• Social Studies• Professional development
STEM Division	
Focus Areas	<ul style="list-style-type: none">• Science• Engineering• Mathematics
Health, Physical Education, Arts, Music & World Languages Division	
Focus Areas	<ul style="list-style-type: none">• SPARK PE• Visual and performing arts• Music: vocal, instrumental, general• World languages: Spanish, French, Chinese, Italian, Latin, American Sign• Fillmore Arts
Instructional Coaching Program Division	
Focus Areas	<ul style="list-style-type: none">• Collaborative and individualized learning cycles• Managers of Instructional Coaching Program (MICP)
Education Technology and Library Media Services Division	
Focus Areas	<ul style="list-style-type: none">• Blended learning• Library media services• Instructional technology
Advanced and Enriched Learning Division	
Focus Areas	<ul style="list-style-type: none">• Schoolwide Enrichment Model (SEM)• Advanced Placement• International Baccalaureate

Office of Human Capital

Mission

The mission of the Office of Human Capital is to ensure DCPS has the most effective teachers, principals, and central office staff in the nation so that we can provide all DCPS students with a world-class education that prepares them for college, career, and life.

Chief: Jason Kamras, jason.kamras@dc.gov

- For all scheduling requests, please contact Al Edwards at albert.edwards@dc.gov or 202-299-2141.

Chief of Staff: Anna Gregory, anna.gregory@dc.gov

Teacher Effectiveness Division	
Focus Areas	<ul style="list-style-type: none">• Recruitment and selection of teachers• Teacher development• IMPACT (including master educators)• Support on the Teaching and Learning Framework• Retention initiatives, including: LIFT: Teacher career ladder and IMPACT<i>plus</i>
Principal Effectiveness Division	
Focus Areas	<ul style="list-style-type: none">• Recruitment and selection of school leaders• School leader IMPACT• Leadership development, including: Mary Jane Patterson Fellowship, New Principal Orientation, New Principal Development Series, Leadership Academy, Executive Master's in Leadership• School leader compensation
Central Office Effectiveness Division	
Focus Areas	<ul style="list-style-type: none">• Job classification and compensation• Performance evaluation• Urban Education Leaders Internship Program (UELIP)• All-Hands meetings and GoCentral newsletter• Executive-level Central Office recruitment and selection
Human Resources Division	
Focus Areas	<ul style="list-style-type: none">• Strategic staffing• Data integrity and analytics• HR Answers• Benefits and compensation• Labor management & employee relations

Office of the Chief of Schools

Mission

The mission of the Office of the Chief of Schools is to ensure that every school in the District of Columbia provides a quality education that prepares all of our students, regardless of background or circumstance, for success in college, career, and life.

Chief: John Davis, john.davis@dc.gov

- For all scheduling requests, please contact Jasmin Jones, jasmin.jones@dc.gov or 202-939-5298.

Chief of Staff: Kyoung Lee, kyoung.lee@dc.gov

Deputy Chief of Schools	
Focus Area	<ul style="list-style-type: none">• Instructional superintendents• School leaders
Athletics	
Focus Area	<ul style="list-style-type: none">• Sports administration
School Turnaround and Performance	
Focus Area	<ul style="list-style-type: none">• Comprehensive School Plan (CSP) development support• Race to the Top grant and ESEA Waiver management• 40/40 school strategic support
Youth Engagement	
Focus Area	<ul style="list-style-type: none">• Student attendance and truancy reduction• Health and wellness• Student discipline and school climate• Response to Intervention• Student placement• Policy and compliance•
College and Career Readiness	
Focus Areas	<ul style="list-style-type: none">• College Readiness Initiative• Summer Bridge• High School Summer School• Individual Graduation Portfolio (IGP)• Advisory Program• Academic planning and scheduling• Evening Credit recovery• Guidance and Counseling• Dual enrollment• Career and Technical Education (CTE)• JROTC
Ninth Grade Academies	
Focus Areas	<ul style="list-style-type: none">• Ninth grade academies design and implementation
School Support	
Focus Areas	<ul style="list-style-type: none">• Extended Day Program• Proving What's Possible (PWP) Grant

